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12 April 1950

TO : TRD Policy Committee

FROM : Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the Position of Junior Psychologist, Assessment Staff. Present rating GS-11. Proposed rating GS-12/13.

1. The qualifications for this position are as follows:

a. Associate or Affiliate Member of the American Psychological Association.

b. Service as a member of the armed forces, as an officer, during World War II. (Combat and/or intelligence experience highly desirable but not required).

c. Willingness to be trained and to serve, when necessary, as a senior intelligence officer, either in headquarters or in an overseas post.

d. Versatility of interests and aptitudes, and experience in occupations other than psychology.

e. At least one year's experience in the clinical appraisal of adult cases requiring skill in interview techniques.

f. At least two years' experience in the psychological testing of adults, especially on problems of selection and classification.

g. Masters degree in psychology.

h. Successful completion of graduate courses in statistics and experimental psychology.

i. Initiative, emotional stability, social maturity, sophistication, poise. Sensible, practical, industrious. Pleasing, well-balanced personality.

j. Favorable assessment report before assignment to position

2. The work responsibilities for this position are as follows:

a. Competence in the administration and scoring of tests of intelligence, personality, temperament, attitudes, memory, perception, current affairs, vocabulary, logical reasoning, and vocational interests.

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b. Capable of assisting the senior psychologist in drawing logical and relevant conclusions from the tests which he administers. The junior psychologist must, himself, collect significant observations of psychological interest during the testing process.

c. Under limited supervision, he must be competent in developing new and/or modifying existing tests; for example, tests of: tough-mindedness, current affairs, and intelligence officer aptitude and knowledge. In order to do this, he must be familiar with sampling procedures, item analyses, and techniques of validity and reliability.

d. He must be capable of assisting and participating with the senior psychologist in conducting psychological interviews.

e. He should be capable of carrying out a complete assessment case, from start to finish, including the interview and final report on cases which are not complicated by serious emotional and mental disability.

f. He should be skillful in summarizing the assets and liabilities of a completed assessment case in preparation for the conference-discussion of a final written report.

g. He should be a keen observer and competent in assisting the senior psychologist to spot persons who are emotionally unstable, seriously neurotic, or psychopathic.

h. He should be capable of developing ideas and assisting in the development of new work-sample and situation tests.

i. He should be competent in supervising the work of psychometrists, statistical analysts, research assistants, and stenographers.

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Chief, Assessment Staff

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